

Hilda Crespo  
Director of Education  
Aspira National Association  
1444 Eye St. Suite 800  
Washington, D.C. 20005

351 Stegman Pkwy  
Jersey City, N.J. 07305  
(201)433-5078

November 17, 1996

Dear Ms. Crespo:

Thank you for arranging for me to address the Executive Directors at the upcoming national meeting on November 23, 1996, regarding my research on Aspira. The meeting will be held at ETS in Princeton, and I am scheduled for Saturday evening at 6:00 p.m.

I would like to spend as much time as possible observing the meetings. If it is permissible, I would like spend the whole day Friday and Saturday, before my presentation, as an observer. I will call you, early during the week to discuss this opportunity. Thank you for your cooperation.

Sincerely yours,

Maxine Lisboa

December 6, 1996

Ms. Alma Maya  
Executive Director  
Aspira of Connecticut  
2539 Park Avenue  
Bridgeport, Connecticut 06604

Dear Alma Maya,

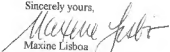
It was a pleasure to talk with you at the ASPIRA Association training at ETS in Princeton, N. J. during the week before Thanksgiving, 1996. I am pleased that you are interested in, and supportive of my doctoral study of Aspira's organizational development. As was discussed, I will be calling you in the near future to request to data on your agency. I will need historical information, names of other key persons who may be able to provide insights, and any other written materials or leads you can provide. Your support is greatly appreciated.

If for any reason you would like to contact me feel free to write or call me at the following address:

MAXINE LISBOA  
351 Stegman Pkwy.  
Jersey City, N. J. 07305

(201) 433-5078

Sincerely yours,



Maxine Lisboa  
Ph.D. student Rutgers University  
School of Social Work

351 Stegman Pkwy.  
Jersey City, N.J. 07305  
(201) 433-5078

Olga & Kal Waggenheim  
52 Maple Avenue  
Maplewood, N.J. 07040

January 19, 1998

Dear Olga & Kal:

Thank you for taking time from your busy schedules to allow me to interview you at your home, about Aspira. Your comments are valuable to my study. I am in the process of transcribing my notes and will call you if I have any clarifications or additional questions to ask.

I realize that you will be away doing research of your own so it may take a while before we can communicate. Best of luck and thanks again--you for all your help. Mil Gracias!

Sincerely yours,

Maxine R. Lisboa

351 Stegman Pkwy.  
Jersey City, N.J. 07305  
201 433-5078

Lydia Hernandez-Velez  
2010 Parrish St.  
Phila. PA

January 19, 1998

Dear Lydia:

I would like to sincerely thank you for taking time from your busy schedule to allow me to interview you at your home yesterday about Aspira. Your responses are valuable to the study.

I am in the process of reviewing my hand written notes, and as I mentioned, I will call you if I have any clarifications or additional questions. Muchas Gracias!

Sincerely yours,

Maxine R. Lisboa

351 Stegman Pkwy.  
Jersey City, N.J. 07305

Juan Rosario  
The Woods  
401 Crescent Road  
Cherry Hill, N.J. 08003

January 20, 1998

Dear Juan:

I would like to sincerely thank you for taking time out of your busy schedule to allow me to interview you about Aspira. Your input is very valuable to the study.

I have already mailed to you, under separate cover, the transcript of our first interview. I will be calling you in a couple of days to establish a follow up interview at your earliest convenience. Thanks again for your cooperation.

Sincerely yours,

Maxine R. Lisboa

*CJR*

*mailed 1/20*

351 Stegman Pkwy.  
Jersey City, N.J. 07305  
201 433-5078

Tina Mercado  
150 Overlook Ave.  
Hackensack, N.J. 07601

January 19, 1998

Dear Tina:

Hope this letter finds you in good spirits! Hope the hospital treatment you went in for went well! This note is to sincerely thank you for the opportunity to visit with you, and interview you, about Aspira, at your home, on Wednesday, January 7, 1998 . You input is extremely valuable to the study!

If possible, I would like to have a follow up interview to ask you some additional questions and to clarify some of the points made earlier, at your convenience. I will call you in a couple of days to establish an appointment. Mil Gracias!

Sincerely yours,

Maxine R. Lisboa

FEB 18 1999

Rutgers University  
Office of Research and Sponsored Programs  
ASB-Annex II, Busch Campus - 58 Bevier Road  
Piscataway, NJ 08854-8010

Last Name: Lisboa  
Access No: E99-194

NOTICE OF EXEMPTION FROM IRB REVIEW  
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The project identified below has been declared exempt from review by the IRB under the provisions of Federal Regulations 45 CFR 46. Your Research is exempt under Category: 2, 4 .

This exemption is based on the following assumptions:

1. that the materials you submitted to the Office of Research and Sponsored Programs provide a complete and accurate account of how human subjects are involved in your project.
2. that you will carry on your research according to the procedures described in those materials.
3. that you will report to ORSP any changes in your procedures that would remove the project from the exempt category and make it subject to IRB review.
4. that if such changes are made, you will submit the project for IRB review.
5. that you will immediately report to the ORSP any problems that you encounter while using human subjects.

Name of chief investigator: Maxine Lisboa

Address: 351 Stegman Parkway  
Jersey City, NJ 07305

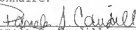
Title of project: ASPIRA: CASE STUDY OF THE HISTORY AND DEVELOPMENT OF A  
PUERTO RICAN ORGANIZATION

Conditions: New exemption

Date: 2/17/99

NOTE: For Categories 2 & 3, a consent form is not needed for subjects asked to complete an anonymous questionnaire.

Signed

  
Pamela S. Caudill  
Assistant Director  
Research Subjects Administration  
Phone: 732/445-2799

cc: Mary Davidson, Dean, SSW